

F5 Notes on Test Procedures and Frequencies - Appendix A

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Guidance On Fire Detection and Warning Systems

1. The fire alarm system is required to be monitored and tested by a nominated responsible person. The responsible person should have sufficient information and training in order to carry out all aspects of routine testing and supervision of the system.
2. Regular tests are vital to ensure that there has not been any major failure of either the entire, or a significant part of the system.
3. The alarm panel should be inspected daily for normal operation of the system (this does not have to be recorded). If any defects are found these should be recorded in the logbook and reported to a responsible person. It should be ensured that any faults recorded have received appropriate attention.
4. Where the fire alarm is connected to a call centre, prior to conducting the weekly fire alarm test the call centre should be contacted to confirm that a test is taking place.
5. Every week a different manual call point should be operated (same time each week) during normal working hours. In premises where employees work out of these hours an additional test should be carried out at least once a month to ensure familiarity with the sound of the fire alarm.
6. Automatic door releases that are connected to the fire alarm system should be tested weekly in conjunction with the fire alarm test. Prior to the fire alarm test taking place it should be ensured that all doors fitted with automatic door releases are open. Following the alarm test check that all doors are closed securely and are closed fully onto the door rebates.
7. Six monthly inspections should take place with an approved contractor.
8. Regular visual inspection of manual call points and fire detectors is required to ensure that:
 - Manual call points are unobstructed and conspicuous.
 - A clear space of 500mm is maintained below each automatic fire detector and is not impeded by stored items or decorative items.

To ensure the safety of all service users, visitors, and staff in the event of a fire.

False Alarms

1. Where it is obvious that the fire alarm has been activated accidentally e.g. burning toast, the fire panel **MUST** still be checked to confirm that the panel is highlighting the correct zone where the false alarm has occurred. It is also important to check the fire panel to ensure there is no other fire taking place in a different location in the building causing the alarm to sound.

If the manager/senior supervisor is confident that a false alarm has occurred then the fire and rescue service should be contacted to inform them that their services are no longer required.

If in any doubt continue evacuation procedures.

2. Following a false alarm when accidental activation has been confirmed silence and reset the fire panel.
3. False alarms must be recorded in the fire safety log book and positive action taken to manage the problem.

GUIDANCE ON FIRE FIGHTING EQUIPMENT

Portable Fire Extinguishers

Monthly Inspection

1. Visual inspections of all extinguishers must be carried out by the responsible person or other nominated competent person at least once per month.
2. Inspection checks should include:
 - Are extinguishers located in the designated place?
 - Are extinguishers visible and unobstructed?
 - Are operating instructions legible and do they face outwards?
 - That extinguishers have not been used and have no obvious damage.
 - That pressure gauges/indicators are reading within operational and safety limits
 - That the seals and tamper indicators are not broken or missing.

Corrective action should be arranged where necessary.

Annual service and inspection by a competent person

All fire extinguishers will be inspected on an annual basis by the Councils approved contractor. The responsible person should inspect the test label affixed to each extinguisher to ensure that the annual inspection has been carried out.

Guidance on Escape Routes

1. On a daily basis the responsible person / all staff should ensure that:

- Escape routes are free from obstruction, slip or trip hazards (stored or temporary items).
- Escape routes are clearly indicated to ensure relevant people can use them easily and immediately.
- Fire doors are not wedged open or have self closing devices removed, to prevent the spread of fire, heat and smoke.
- Final exit doors can be opened quickly and easily by means of push bars, push pads or similar device, but not with the use of a key.
- Areas outside the final exit doors are kept clear from obstruction.
- There is adequate available access for the emergency services.

Guidance on Emergency Escape Lighting

1. All emergency escape lighting system will be monitored and tested by the County Council approved contractor. They will undertake the monthly function test and annual full discharge test.
2. Inspect the system daily and ensure that every indicator lamp in a maintained unit is lit. If any defects are found then this should be recorded in the logbook and reported to building maintenance.

Guidance on Signs and Notices

1. All signs and notices will need illumination to ensure they are conspicuous and legible.
2. Regular checks are required to ensure that all signs and notices are clearly visible and unobstructed enabling relevant people to use them in an emergency.

Fire Safety Maintenance Checklist

The check list below is designed to act as an aide memoir for the person with responsibility for maintaining the fire safety measures. A number of these checks (marked with *) will be recorded in the fire safety log book – it is not necessary to record them on this check list.

Daily Checks
Escape Routes
Can all fire exits be opened immediately and easily?
Are escape routes clear?
Are external routes clear and safe?
Are fire doors closed and any automatic fire doors clear of obstructions?
Fire Warning System

Is the indicator panel showing 'normal'?
Emergency Lighting
Is emergency lighting and sign lighting working correctly?
Are luminaires and exit signs undamaged and the power indicator illuminated?
Fire Extinguishers
Are all fire extinguishers in place?
Are fire extinguishers clearly visible and readily accessible?
Housekeeping
Are electrical appliances clear of combustible materials?
Are power sockets overloaded?
Are portable heating appliances clear of combustible materials?
Is the amount of combustible waste kept to a minimum?
Are wheelie bins secure and away from the building?
Is there an absence of combustible waste around the site?

Weekly Checks
Escape Routes
Do all emergency fastening devices to fire exits (push bars and pads, etc.) work correctly?
Are external routes clear and safe?
Fire Warning System
Did the alarm system work correctly when tested? *
Did occupants hear the fire alarm when it was tested?
Did any linked fire protection systems operate correctly (e.g. magnetic door releases, fire shutters etc.)? *
Did electronically secured doors along escape routes release on activation of the fire alarm?
Do all visual alarms, e.g. flashing beacons operate?
Emergency Lighting
Are the power indicators in emergency lights illuminated?

Fire Extinguishers
Have any extinguishers been operated or showing any signs of damage?

Monthly Checks
Do electronically locked doors along escape routes and at final exits work correctly? (When the fire alarm sounds or the power to them is interrupted they should 'fail safe' and unlock; sliding doors should move to the open position)
Do all internal self-closing fire doors work correctly? *
Are fire door seals and self-closing devices in good condition? *
Do all fire shutters provided for fire compartmentation work correctly? *
Are external escape stairs safe?
Emergency Lighting
Do all luminaires and exit signs function correctly when tested? *
Have all emergency generators been tested? (Normally run for one hour.)
Fire Extinguishers
Are all fire extinguishers in good order, in the correct position and readily accessible?*
Six-Monthly Checks
Has any firefighting or emergency evacuation lift (if installed) been tested by a competent person?
Has the sprinkler system (if installed) been tested by a competent person?
Have the release and closing mechanisms of any fire-resisting compartment doors and shutters been tested by a competent person?
Fire Warning System
Has the fire alarm system been checked by a service engineer? *
Emergency Lighting
Do all luminaires operate on test for one third of their rated value? (Test only required if recommended by manufacturer) *

Annual Checks
Has all firefighting equipment been checked by a competent person?
Has any dry/wet rising fire main been tested by a competent person?
Has the smoke and heat ventilation system (if installed) been tested by a competent person?
Has external access for the fire service been checked for ongoing availability?
Have firefighters' switches (if installed) been tested?
Has the fire hydrant bypass flow valve control been tested by a competent person?
Are any necessary fire engine direction signs in place?

* Recorded in the Fire Safety Log Book

Miscellaneous

- Has the smoke and heat ventilation system been tested by a competent person?
- Has external access for the fire service been checked for on-going availability?
- Are any necessary fire engine direction signs in